

## YOUR PAYROLL ADVICE EXPLAINED

All active County employees that participate in the Direct Deposit of pay program should receive a Payroll ADVICE for each pay period in which they report hours worked and/or leave taken. Your Payroll ADVICE reflects detailed information relative to the number of hours worked, earnings paid, tax withholdings, deductions from pay, net pay and leave balances and activity for the payroll period. The following explanations are referenced to the sample Payroll ADVICE that is shown below for the hypothetical employee named “Ima L. Payadvice”.

- A.** Pay Period End Date – The date upon which the current payroll period ends. The Payroll ADVICE reflects all compensation earned during the two week period that ended on this date.
- B.** Your federal and state withholding status as submitted on your Withholding Allowance Certificate (W4 Form). The amount of federal and state income taxes withheld is based upon your tax withholding status and the amount of your taxable wages.
- C.** Current and Year to Date Gross Pay totals – The sum of all earnings types paid on a current and calendar year to date basis.
- D.** Current and Year to Date Taxable Gross Pay totals – Represents the total amount of gross pay that is taxable for federal income tax purposes. Generally, this amount is equal to your Gross Pay less contributions you make to your County retirement plan and the Deferred Compensation Plan, your health care deductions for medical, dental, vision and prescription drug insurance and any contributions you make to a medical or dependent care spending account.
- E.** Taxes – Represents the total current and year to date taxes that have been withheld from your pay. Includes Social Security tax (FICA), Medicare taxes (FICA MED) and federal, state and local income taxes.
- F.** Other – Represents all deductions from pay other than tax withholdings, i.e. group insurance deductions, retirement plan contributions, union dues.
- G.** Net Pay – Represents the net amount of pay that you receive after all tax and deduction amounts are subtracted from your total gross pay.
- H.** Earnings Detail – This section shows the number of hours and gross amount of compensation detailed by earnings type.

- I.** Deduction Detail – This section shows the current and year to date amounts of each deduction type that have been withheld from pay.
- J.** Leave balances and activity – This section includes the beginning and ending leave balances for the current payroll period along with the amount of leave earned, accrued or taken in the current payroll period. The following leave types are included:
- ANNL – Annual leave
  - SICK – Sick Leave
  - COMP – Compensatory Leave
  - PTO – Paid Time Off
  - REL – Religious Leave
- K.** Personal Leave Days– This section reflects the number of Personal Days (if applicable) that are available for your use prior to the end of the current leave year.
- L.** PAY PER ADV HRS – This section only applies to County employees that were hired prior to November 9, 1985 that also received an advance of hours on November 22, 1985 due to a change in the payroll period. If you received an advance of hours in 1985, the number of hours advanced will be reflected. The dollar amount of the advance is equal to the number of hours multiplied by your hourly rate of pay as of 11/22/85. The advance will be deducted from your final regular payroll check upon retirement, termination or unpaid leave of absence.
- M.** Messages & Announcements – Check this section every pay day for important information regarding your pay and/or upcoming County sponsored events.
- N.** Net Pay Amount – The net amount of pay deposited into your bank account after all tax and deduction amounts are subtracted from your total gross pay.
- O.** Bank Routing Transit Number – This represents your bank’s unique Routing Transit Number. This is not your bank account number. Examples of bank routing numbers are shown below.
- |                                |                                  |
|--------------------------------|----------------------------------|
| • Bank of America – 052001633  | Sandy Spring Bank – 055001096    |
| • Chevy Chase Bank – 255071981 | Suntrust – 055002707             |
| • M&T Bank – 052000113         | MCEFCU – 255077891               |
| • Wachovia Bank – 055003201    | Provident Bank of MD – 252073018 |



## IMA L. PAYADVICE

DEPARTMENT #	PAY PERIOD END	ADVICE #	TAX CODES FED. STATE
7211-01	01/10/2004	883418	M02 M02

		GROSS PAY	TAXABLE GROSS	TAXES	OTHER	NET PAY				
CURRENT	C	3,361.28	D	3,019.13	E	1,010.26	F	798.74	G	1,552.28
YTD		6,722.56		6,038.26		2,020.52				
TYPE OF PAY		HOURS	GROSS AMT.		TYPE OF DEDUCTION		BIWEEKLY	YEAR TO DATE		
REGULAR		64.00	2,689.02		HEALTH CARE		7.70	15.40		
ANNUAL LV		16.00	672.26		LIFE INS		6.04	12.08		
OVER 50K			8.12		FICA		208.42	416.85		
					FICA MED		48.75	97.49		
					DEF COMP F		200.00	400.00		
					RETIRE AZ		134.45	268.90		
					FEDERAL TA		513.26	1,056.52		
					STATE T-MD		137.74	275.48		
					FREDERICK		87.09	174.18		
					LTD INS		0.70	1.40		
					FEDERAL AD		15.00			
					CREDIT UN D		436.00	784.00		
					OPTIONAL L		13.85	27.70		
TOTAL GROSS			3,361.28		TOTAL DEDUCTIONS		1,809.00	3,530.00		

TYPE	PRIOR BALANCE	TRANS IN/OUT	TAKEN	EARNED	YR-END ROLLOVER	CURRENT BAL.	
ANNL	374.50		16.00	8.00	46.50	320.00	PERSONAL LEAVE DAYS = 3
SICK	2,643.25			4.60	46.50	2,694.35	
COMP	80.00		(J)			80.00	PAY PERIOD ADV HRS 40.00 FROM 11/22/85
PTO							
REL	12.00					12.00	

INTRODUCING A NEW LOOK TO YOUR PAYROLL ADVICE - PLEASE REVIEW YOUR PAY  
ADVICE AND CONTACT THE PAYROLL SECTION AT 240-777-8840 WITH ANY QUESTIONS.

FORM MCG-156

STATEMENT OF EARNINGS &amp; DEDUCTIONS

DETACH AND RETAIN FOR YOUR RECORDS

INQUIRIES SHOULD BE DIRECTED TO PAYROLL SECTION 240-777-8840

REV - 10/2003



RECREATION DIR OFFICE  
MONTGOMERY COUNTY, MARYLAND

TAC (TM) BESSAL 1871E067-4122CA-670F-26 3/3/2004 14:58:03 883418-1552.28

ADVICE NUMBER	NET PAY AMOUNT	DATE
883418	*****1,552.28	01/23/2004

NET PAY AMOUNT WAS DEPOSITED IN YOUR ACCOUNT AT 254075250

IMA L. PAYADVICE  
1977 SEMINOLE AVENUE  
FREDERICK MD 20701

\*\*\*\*\* PAYROLL ADVICE - NON NEGOTIABLE \*\*\*\*\*